United States District Court for the _ District of _____ *Plaintiff(s)* Civil Action No. v. Defendant(s) SUMMONS IN A CIVIL ACTION To: (Defendant's name and address) A lawsuit has been filed against you. Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

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| | | | | |
| Date: | | | | |
| Dutc. | | | | |
| | | Signature of Clerk or Deputy Clerk | | |
| | | Signature of Clerk of Deputy Clerk | | |

CLERK OF COURT

AO 440 (Rev. 06/12) Summons in a Civil Action (Page 2)

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

| | This summons for (nat | me of individual and title, if any |) | | | | |
|---------|------------------------------------------------------------------------------------|------------------------------------|----------------------------------------|----------|--|--|--|
| was red | ceived by me on (date) | | <u> </u> | | | | |
| | ☐ I personally served | I the summons on the indiv | ridual at (place) | | | | |
| | | | on (date) | | | | |
| | ☐ I left the summons | at the individual's residen | ce or usual place of abode with (name) | | | | |
| | , a person of suitable age and discretion who resides there, | | | | | | |
| | on (date), and mailed a copy to the individual's last known address; or | | | | | | |
| | ☐ I served the summe | ons on (name of individual) | | , who is | | | |
| | designated by law to accept service of process on behalf of (name of organization) | | | | | | |
| | | | on (date) | ; or | | | |
| | ☐ I returned the sum | mons unexecuted because | | ; or | | | |
| | ☐ Other (specify): | | | | | | |
| | My fees are \$ | for travel and \$ | for services, for a total of \$ | · | | | |
| | I declare under penalt | y of perjury that this inform | mation is true. | | | | |
| Date: | | _ | | | | | |
| | | | Server's signature | | | | |
| | | | Printed name and title | | | | |
| | | _ | Server's address | | | | |

Additional information regarding attempted service, etc: